



Best Preparation Practices for Employers

Harris County Public Health Department is recommending the following proactive steps for Businesses and Workplaces.

ALTERNATIVE WORK ARRANGEMENTS

Take steps to make it easier for employees to work in ways that minimize close contact with large numbers of people.

- Maximize telecommuting options for employees
- Minimize the number of employees working within arm's length of one another, including minimizing or canceling large in-person meetings and conferences
- Replace in person meeting with video or telephone conferences
- Staggering start and end times to reduce large numbers of people coming together at the same time
- Cancel non-essential employee travel

ENHANCED HYGIENE

Everyone needs to follow increased hygiene measures.

- Wash your hands often with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer, if soap and water are not available
- Avoid close contact with other people
- Avoid touching, your eyes, nose and mouth
- Cover your cough or sneeze with a tissue

REGULAR CLEANING AND ENVIRONMENTAL PROTECTIONS

Exposure is thought to mostly occur through respiratory droplets, but surfaces can still transfer the virus from person to person.

- Regularly cleaning and disinfecting frequently touched surfaces such as doorknobs, tabletops, counter, phone, keyboards, fixture and elevators several times a day
- Placing sanitizing hand rub dispensers in frequently visited places (e.g. front entrances, elevators)
- Displaying posters promoting hand-washing and preventing the spread of illness
- Identify a designated area for employees who become sick at work

STAY HOME IF SICK

- All sick employees should stay home
- Allow for flexible sick leave policies consistent with public health messaging and inform employees of changing sick leave policies
- Don't require sick employees to have doctors' notes as health care offices are likely very busy and unable to provide documentation right away

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For additional workplace guidance visit the Centers for Disease Control and Prevention: www.cdc.gov and the World Health Organization: www.who.int